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MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration  
Director of Personnel  
Comptroller

FROM: Robert A. Ingram, M.D.  
Director of Medical Services

SUBJECT: Agency Physical Fitness Program

1. Action Requested: This memorandum contains recommendations regarding the Agency Physical Fitness Program for your approval.

2. Background:

a. In 1799 James Easton published a volume on human longevity; he noted that "an idler never attains a remarkable old age." This astute observation is even more applicable today in view of our current knowledge of basic physiology and structured exercise. A structured exercise program has beneficial cardiovascular and metabolic effects and, in addition, enables an individual to perform routine physical tasks with a minimum expenditure of energy and still have a reserve for stress situations.

b. Sensitive to the beneficial effects of physical fitness, the Labor-Management Group Position Papers on Health Care Costs recommended in 1978 that private industry "make health education programs available to all employees and support the development of programs that improve health status." Private industry responded to this recommendation in a laudable fashion. One of the most elaborate physical fitness programs was developed by the Xerox Corporation in Leesburg, Virginia. This facility includes athletic fields, a swimming pool, two gyms, tennis and racketball courts, a weightlifting room, and many wooded areas for jogging. Other large corporations responded in a like fashion.

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c. Many of these health education programs have been developed for the Agency by the Office of Medical Services (OMS). The physical fitness room located in the Headquarters Building (under the aegis of the Office of Personnel) is limited in scope because of space and resource constrictions.

d. A quality physical fitness program can be justified on the basis that some components within the Agency must maintain physical fitness readiness in order to accomplish their mission. With an augmented professional staff and appropriate funding, the OMS can supervise a physical fitness program which will be a great asset for the Agency.

3. Staff Position: In order to further improve health in the workplace, the Agency needs to make a significant perceptual change from a passive role to an active role in support of a physical fitness program, which would buttress the ongoing preventive occupational health programs.

If this change is made, one of the first areas requiring attention will be the Headquarters physical fitness room. This facility should be directed and managed by the OMS where it will have its strongest justification and value and could be the nucleus of an Agency physical fitness program. There is not adequate space, equipment, or money to support a comprehensive physical fitness program at this time, but there is hope for the future. If the Agency receives approval and funds for the construction of a new building, there should be an opportunity to consider the type of facility necessary to meet the health and fitness needs of the Agency.

4. Recommendations: It is recommended that you approve the following actions to improve the Agency Health and Fitness Program:

a. Responsibility of the Headquarters Fitness Room and Program will be transferred from the Office of Personnel to the OMS effective 5 July 1983. The supervisor of this facility, [ ] and all related personnel and nonpersonnel funds for the remainder of FY 83 and budgeted for FY 84 and FY 85 will be transferred to the OMS.

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b. The OMS will, henceforth, be responsible for developing and managing programs in support of the physical fitness of Agency employees. This is in recognition of the fact that physical fitness is an important ingredient in preventive medicine and that physical fitness is essential to the performance of a significant number of Agency assignments.

c. The OMS in conjunction with the Office of Logistics will initiate plans and proposals for a Health and Fitness Center to be considered for the new building.

[Redacted Signature]

ROBERT A. Ingram M.D.

CONCUR:

[Redacted Signature]

Deputy Director for Administration

6/15/83  
Date

CONCUR:

[Redacted Signature]

Director of Personnel

15 JUN 1983

Date

APPROVED:

[Redacted Signature]

Executive Director

6/2/83  
Date

[The Comptroller note: go ahead and transfer  
urgent responsibility now; for ease of records  
control, use Ex Date for transfer]

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OMS/ExO

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